

# MEMBERSHIP FORM

## PERSONAL DETAILS

<b>First Name:</b>	<b>Surname:</b>
<b>Address:</b>	
<b>Post Code:</b>	<b>Date of Birth:</b>
<b>Telephone number:</b> (Please include area code)	<b>Mobile number: 07</b>
<b>Email address:</b>	

**What skills or experience could you bring to the Shed?**

**What activities interest you? E.g., woodwork, metalwork, etc.**

## EMERGENCY CONTACT

<b>Name:</b>	<b>Telephone number(s):</b>
--------------	-----------------------------

**Relationship?**

**Do you have any medical conditions we should know about?**

## DATA PROTECTION

Men in Sheds Winslow needs to retain and process data such as names & addresses and telephone numbers so that it can administer the charity.

## SUBSCRIPTION AND FEES

There is an annual subscription of £10.00 which is due on 01 January each year and there is a fee of £2.50 for each session attended regardless of the length of stay. Signing this form signifies your agreement to meet these fees

Payments may be paid by cash, cheque, card, or internet/BACS transfer with the exception of annual subscriptions which cannot be paid by card.

## DISCLAIMER AND RECEIPT OF DOCUMENTS

I confirm that I have read and understand the terms<sup>1</sup> of this Membership Form, and fully understand and accept the risks associated with participating in Men in Sheds Winslow, including, but not limited to, the risk of personal injury or death. I agree to wear any safety equipment provided to me, to comply with any safety instructions provided to me, and to take all other steps reasonably necessary to ensure my safety and the safety of others at all times. I further acknowledge and accept that (to the fullest extent permitted by law) neither the 'Men in Sheds Winslow' nor any of its Trustees, employees or affiliates shall be liable for any direct or indirect loss, damage of injury (except in instances of death or personal injury caused by the negligence of such persons) arising from or in connection with my participation in Men in Sheds Winslow, and I waive all and any claims in this respect. I accept that I will be responsible for any injury I may cause to others, and I undertake to comply fully with any instruction I may have received from Men in Sheds Winslow or any of its affiliates with regards to the use of the facilities and equipment provided. I confirm that, to the best of my knowledge (having made all reasonable checks and enquiries), I do not suffer from any medical or other condition(s) which might increase the likelihood of my involvement in an incident which could result in injury to myself or others.

I also acknowledge that I will read and adhere to the following documents:

1. Health and Safety Policy Statement (on display in main area)
2. Data Protection Policy
3. Equality and Diversity Policy
4. Safeguarding People at Risk Policy Statement

Applicant's signature .....Date .....

**<sup>1</sup>Terms:** In order to be accepted as a member of Men in Sheds Winslow, you need to provide all the information requested, acknowledge your acceptance of each Section above, pay the Membership fee and agree to the attached Code of Conduct.

# TO BE RETAINED BY NEW MEMBER

## CODE OF CONDUCT

### PURPOSE OF MEN IN SHEDS WINSLOW

- To provide a venue for men to talk and connect with others while participating in group or individual projects.
- To provide opportunities for friendship and socialising in a safe environment while at the same time providing the space, expertise and facilities for men to pursue hobbies, crafts and other creative activities.
- To undertake projects, acceptable to the group, which are of benefit to individuals, other groups and the broader community.

To achieve this, we will:

- Maintain an open-door policy and will not reject any person on the basis of race, disability, religion or age, though some conditions may apply.
- Place certain restrictions on participation for physical safety reasons. If a participant needs the assistance of a carer this person must be supplied by and accompany the participant.
- Provide a safe physical environment.
- Provide a safe and supportive social environment.
- Provide referrals to other services or agencies when appropriate or requested.
- Respect the rights and decisions of members.
- Respect the confidentiality and privacy of members.

### THE WORK ENVIRONMENT IN “THE SHED”:

- We will not tolerate abuse, violence, anti-social behaviour or infringements of the rights of others - persons indulging in this type of behaviour will be asked to leave the Shed.
- Subject to agreed special occasions when alcohol may be allowed in moderation neither alcohol nor drugs are allowed in the Shed. Any person arriving at the Shed obviously suffering from the effects of alcohol or drugs, will be asked to leave immediately and return when the effects have worn off.
- Participants are expected to conduct themselves in a courteous manner towards all members and other users of The Shed - this includes being considerate of other persons' need for space, tools, materials and equipment.

- All members are responsible for implementing health and safety requirements and ensuring they are adhered to at all times. Each member is responsible for their own safety and that of fellow members. Everyone is a safety officer; fortunately, it mostly calls for care and common sense. Refer to the Health & Safety Policy Statement and Manual for further information.
- We will share learning, celebrate success and acknowledge and recognise members.

## **GENERAL SHED RULES**

- Always clean equipment after use and return tools to the appropriate place.
- Always clear up your immediate workspace before leaving
- Always ensure tools and equipment are in safe working order.
- If a fault is noticed, you must immediately notify a member of the Committee.
- Ensure your immediate work area is free of obstructions and your operations do not interfere with other shed activities.

## **CODE OF PRACTICE**

- “The Shed” resources are for “collective profit” not for personal profit.
- Programmes and activities need to be suitable to the aims and objectives of the Shed.
- To commence a community or major project, a discussion with the Committee is needed to ensure knowledge is shared and Committee members are aware of what is happening/planned.
- No projects are to compete unfairly with local business.
- The Shed identifies that it is necessary to make a profit from events and some projects & activities to ensure future financial viability.

# Member Induction Checklist

Name.....

	Date of Joining/Induction	/ / 22
1	Personal details provided for records.	YES/NO
2	Use of signing in book explained.	YES/NO
3	Session fees explained.	YES/NO
4	Health and Safety Policy explained and location of copies.	YES/NO
5	Names of committee members provided (and introduced if available).	YES/NO
6	Rules for using machinery including the need for appropriate training explained.	YES/NO
7	Medical equipment and procedures explained including location of first aid kits.	YES/NO
8	Location of Members' Emergency contact numbers shown.	YES/NO
9	Explained there are no qualified First Aiders on site. Call 999 if necessary	YES/NO
10	Shown copy of Emergency first aid leaflet (by first aid box in small workshop	YES/NO
11	Tour and explanation of general workshop layout, equipment and opportunities available.	YES/NO
12	Advised of opening times, activities and key holders.	YES/NO
13	Advised of firefighting equipment locations.	YES/NO
14	Advised of Evacuation procedure and Assembly Point.	YES/NO
15	Policy for personal usage of Shed materials explained.	YES/NO

Shedder conducting induction.....

Date.....